

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA.**

HR Handbook Update No. 2004 - 0004

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

***Subject: Change in HR handbook concerning the document retention
 schedule.***

Issue Date: April 14, 2004

In the HR handbook, the document retention schedule (in **DOCUMENTATION AND REPORTING REQUIREMENTS FOR PERSONNEL AND POSITION ACTIONS**, Part IX) is being changed by the Staffing Division to include the language:

“General Retention Schedule for Applications

The application of any person appointed to a job vacancy should be kept as long as the person is an employee and three years after their separation from employment.

The applications of everyone who responds to a job vacancy (whether through announcement or certificate) must be kept for ninety days, whether they qualified or not. All such applicants must be counted as part of the applicant flow and for affirmative action reporting.”

“Neither the general retention nor the QUEST retention schedule modifies how long you should maintain applicant pool records summary information, which should still be kept for three years in accordance with public records laws.”

Explanation

The HR Handbook currently requires all applicant information, including applications, to be maintained for 3 years according to public records laws.

The Staffing Division is changing the retention schedule for the purpose of Civil Service Audits. Applications of persons who applied, but were not hired for a specific job vacancy, must be available to Civil Service upon demand for 90 days after the closing date of the announcement.

If you have any questions, you may contact Aeli Poydras at (225) 342-8536 or Aeli.Poydras@la.gov.

Sincerely,

s/Allen H. Reynolds
Director